LocoScript 4

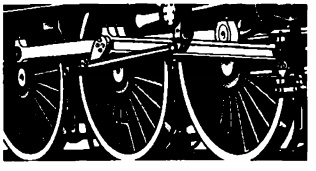
Word Processing for your Amstrad PCW

LocoScript 4

Word Processor

for the Amstrad PCW

User Guide



LOCOSCRIPT
SOFTWARE

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Introduction

LocoScript 4 is the latest version of the LocoScript word processing software for your Amstrad PCW word processor. This book explains the new features of LocoScript 4 and gives some suggestions as to how you may use them.

Before you can use LocoScript 4, you will need a LocoScript 4 Start-of-day disc (or series of Start-up discs). You can use the LocoScript 4 Start-of-day disc provided as part of the LocoScript 4 Pack or LocoScript 4 Printer Package for this purpose. This is the simplest way if you have no special requirements such as using a particular printer or adding extra programs such as LocoFile.

If you have no special requirements:

If you have no special requirements, you can use the supplied Start-of-day disc. So put away the LocoScript 4 Master disc somewhere safe as you will not need this unless your requirements change in the future. Now skip to the section "Getting Started with LocoScript 4" opposite.

If you do have special requirements:

If you do have special requirements, you will need to create your own Start-of-day disc by running the Installation Program on the LocoScript 4 Master Disc. Details on how to do this are given in the leaflet LocoScript 4 Installation Guide which you should also find in this pack. Provided you have the Master Discs for your model of PCW from any version of LocoSpell, LocoFile or LocoMail, the Installation Program will let you include these on the Start-of-day disc(s) too.

If you have a printer other than the one Amstrad supplied with your PCW when new, you will also need the Printer Support Pack to add details of your printer to the Start-of-day disc(s). If your printer can only print in a single colour, then either the LocoScript 3 or LocoScript 4 Printer Support Packs will be suitable (provided your printer is supported), but if you have a colour printer, you must have the LocoScript 4 Printer Support Pack. If you need to upgrade from an earlier Printer Support Pack (or its predecessor the Printer Drivers Discs), simply return the original Printer Support/Drivers discs together with the Trade-up fee of £14.95, and we will exchange them for the LocoScript 4 Printer Support Pack. The discs must be the originals with the black and green Locomotive Software label.

So now install LocoScript 4 following the instructions in the LocoScript 4 Installation Guide to get your LocoScript 4 Start-of-day disc(s). Then carry on to use LocoScript 4 . . .

Getting Started with LocoScript 4

Using LocoScript 4 is exactly the same as using LocoScript 3, but includes the extra features listed in this book. So if you are familiar with LocoScript 3, you'll be just as familiar with LocoScript 4.

To start LocoScript 4, turn on your PCW and insert your LocoScript 4 Start-of-day disc into Drive A. If your PCW is already switched on, you do not have to switch off – instead, insert your LocoScript 4 Start-of-day disc and then press [SHIFT], [EXTRA] and [EXIT] together. In either case, if you are asked to insert further discs, replace the Start-up disc in Drive A with the next in the series of Start-up discs you may have, and press [ENTER]. Note that on a PCW8256/8512 the second Start-up disc on our supplied Start-of-day disc is actually side 2 – so simply turn the disc round and press [ENTER].

If you have not used LocoScript 3 before, we recommend strongly that you first work through the LocoScript 3 Tutorial in the LocoScript 3 User Guide. This was completely updated for LocoScript 3 and explains in simple terms how to use the features to get different typefaces and sizes of type. Then return here and continue with the rest of this supplement.

Working with your old LocoScript documents

LocoScript 4 can work directly with any documents you have prepared using the original LocoScript, LocoScript 2 or LocoScript 3. There's no need to convert discs or do anything like that!

All you need to do is to load LocoScript 4 from the Start-of-day disc as described above. When the disc manager is showing on the screen, replace the disc in the drive by the disc with your old documents on and press [f7] to show the documents on that disc. Then just move the cursor to the old document and press E to edit it as usual. When you save the edited version back to disc, it is saved as a LocoScript 4 document.

Note that if you want to print an old document or use it in a mailmerge, you must first edit it and save the edited version back to disc.

Summary of LocoScript 4 new features

The new features of LocoScript 4 are:

- Colour printing

  Mix different colours in a document and print these with a colour printer.

- Include pictures in documents

  Include MicroDesign 3 MDA graphics picture files in documents.

- Newspaper columns

  Lay out your text in up to four columns across the page.

- Height code

  Use in multicolumn text to set the distance down the page when the next set of columns start. Makes printing multicolumn labels easy.

  Use to move down the page to a particular point - helps you to lay out text to fit a printed form.

- New print options

  Print only odd or only even pages. Print pages in reverse order. Restrict printing to monochrome on a colour printer.

- Make LocoScript 3 document

  Converts a LocoScript 4 document back to LocoScript 3 for use with other programs that cannot work with LocoScript 4 documents.

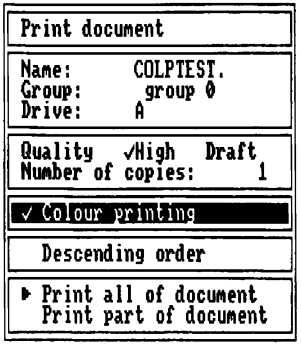
If you are moving up from LocoScript 1 or LocoScript 2, the other major feature that will be new is LocoScript's LX fonts. These professionally designed fonts give you a choice of typefaces on a variety of different printers and can be printed at different sizes – allowing text from small print right up to letters an inch high. Fonts are not discussed further in this book, but are explained in the LocoScript 3 User Guide.

Printing in Colour

LocoScript 4 can print in colour on suitable printers. The colours produced may depend on the printer, but will in general be a choice of Black, Red, Green, Blue, Cyan, Magenta and Yellow.

Provided you have installed LocoScript 4 to use a colour printer by selecting that printer from the list in the LocoScript 4 Printer Support Pack, all you need to do is to select the colour you require for text in exactly the same way as you might select bold print or italics. If you select colour in a document and print it on a monochrome printer, all text is produced the same colour.

When you print a document, to print in colour you must tick the colour printing option in the print menu.



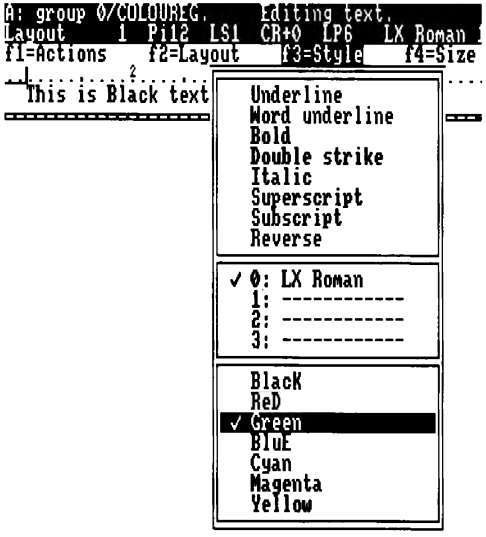
To set a piece of text a particular colour:

1 Open the document for editing in the normal way.

2 Move to the point where the text is to be coloured.

3 Press [f3] to display the Style menu; move the cursor down the menu to the colour you wish to select (or type the capital letters from that word as shown in the menu); press [⊞] to select that colour; press [ENTER].

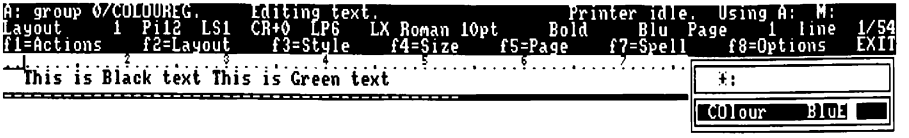
4 Move to the point in the text where you want the colour to change next and repeat the last step selecting the next colour.



Alternatively, use the [⊞] and [⊟] menus to set the colours:

1 Move to the point where the text is to be coloured.

2 Press [⊞] and type `C O` and select the colour you require by typing the colour's initial letter (BE for blue) and pressing [ENTER]


A: group 0/COLOUREG. Editing text. Printer idle. Using A: M:
Layout 1 Pi12 LS1 CR+0 LP6 LX Roman 10pt Bold Blu Page 1 line 1/54
f1=Actions f2=Layout f3=Style f4=Size f5=Page f7=Spell f8=Options EXIT
This is Black text This is Green text
*:
COlour BluE

3 Move to the point where the text colour is to change back.

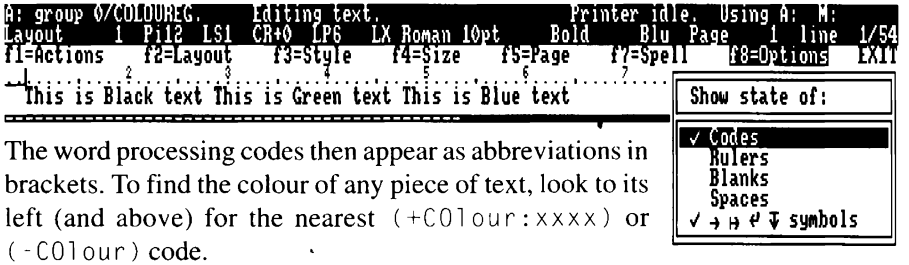
4 Press [⊟] and type `C O` (and if a menu appears, press [ENTER]).

To see the current colour

There are two ways to see the colour set for any piece of text: by looking at the information lines or by displaying word processing codes.

Move the cursor to the point where you wish to see the colour. A three letter abbreviation of the colour at that point is shown on the second information line at the top of the screen, just to the left of the page number. Also, press [f3] and the menu that appears will show the current colour – press [CAN] to clear down the menu.

All changes such as colours or bold etc. are controlled by hidden word processing codes in your document. To show these codes, press [f8] and use the [⊞] key to place a tick by Codes and then press [ENTER].


A: group 0/COLOUREG. Editing text. Printer idle. Using A: M:
Layout 1 Pi12 LS1 CR+0 LP6 LX Roman 10pt Bold Blu Page 1 line 1/54
f1=Actions f2=Layout f3=Style f4=Size f5=Page f7=Spell f8=Options EXIT
This is Black text This is Green text This is Blue text
Show state of:
✓ Codes
Rulers
Blanks
Spaces
✓ → ↵ ↓ symbols

The word processing codes then appear as abbreviations in brackets. To find the colour of any piece of text, look to its left (and above) for the nearest `(+COlour:xxxx)` or `(-COlour)` code.

A: group 0/COLOUREG. Editing text. Printer idle. Using A: M:
Layout 1 Pi12 LS1 CR+0 LP6 LX Roman 10pt Bold Blu Page 1 line 1/54
f1=Actions f2=Layout f3=Style f4=Size f5=Page f7=Spell f8=Options EXIT
This is Black text(+COl:Green) This is Green text(+Bold)(+COl:BluE) This is Blue text

Note: the `(-COlour)` resets the colour to that set in the current Layout (see below).

To set the colour for larger areas of text.

The way to set any feature such as margins, tabs, type style or size for large areas of text is to set that up in the current Layout. This is explained in Chapter 8 of the LocoScript 3 User Guide.

You can set the colour of text in just the same way – select the colour in the [f3] menu whilst editing the Layout. To edit the Layout, use the menus reached via [f2].

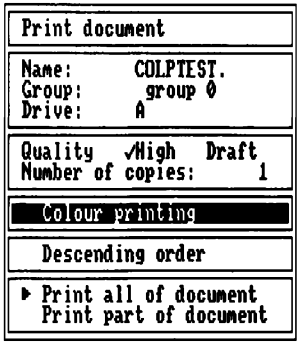
If you are going to be using colours together with other styling changes, this is where the use of LocoScript's Stock Layouts will help save time and effort. For example you might want to set all your headings to be in red, LX Sanserif text at size 18 point. You simply need to set up all the styling features (e.g. colour red, font LX Sanserif and size 18 point) in one of the ten Stock Layouts. Then you can set all these features in one go wherever you need to. And if you change your mind later, you can update automatically all the places where that Stock Layout has been used. Stock Layouts are explained in Chapter 13 of the LocoScript 3 User Guide.

How will my colours be printed?

Colour printers typically work by having three coloured inks (or coloured bands on the ribbon) and mixing these to give the other colours. For example, most ink jet printers have Cyan, Magenta and Yellow ink which can be mixed in simple proportions to give the seven colours listed above. If all three are mixed, the result is black, though in more expensive colour printers there is a separate black cartridge in use beside the coloured one.

This technology works very well with ink jet printers, but less so with matrix printers using striped ribbons. However, as it requires multiple passes to be made across the paper, printing in colour is slower than monochrome.

If your printer can use a monochrome cartridge or ribbon instead of a colour one, we recommend using the monochrome one whenever you do not need colour – it will give a better black, be quicker and be cheaper. LocoScript has a special print option to let you ignore colour when you have the monochrome cartridge fitted. Make sure this is not ticked.



Include Pictures in Documents

You can include pictures in your documents provided these are available on disc in MDA format for use with Creative Technology's MicroDesign 3 program.

A picture can be included as if it were a character in the text or at a fixed position on the page. If it is included within the text it is wrapped from one line, column or page to the next, just like normal text. In either case, if the picture is included in the header or footer, it will be placed on every page that header or footer applies to. Pictures can only be a single colour.

Preparing pictures for use

You will first need to get a copy of the picture on disc in MDA format. We can supply a starter set of sample pictures. Other more comprehensive sets of pictures are available as collections of "Clip Art", or you can create your own pictures using MicroDesign 3's facility to save an "area". You can even attach a scanner to your PCW and use MicroDesign 3 to scan printed or hand drawn artwork – your signature for example, or we can do this for you. Full details are in the leaflet *Preparing Pictures* included with LocoScript 4.

Note: The pictures must be in the form of a MicroDesign 3 area. Neither MicroDesign 3 page files nor cut files can be used, nor can MicroDesign 2 files.

It is important to store the MDA file containing the picture in the correct place. This can either be in the same group on the same disc as the document into which you will be inserting the picture, in group 0 of that disc, or in the equivalent group on Drive M or group 0 on Drive M. When LocoScript 4 loads from your Start-of-day disc, any MDA files will be copied to Drive M, and so be available for use from any of your discs.

We therefore recommend you store pictures as follows:

Pictures to be used in a single document	*in the same group on the same disc as the document*
Pictures to be used in a selection of documents on a single disc	*in group 0 of that disc*
Pictures to be used in many places (such as your club or business logo)	*in group 0 of your Start-of-day disc (and hence copied automatically to group 0 of drive M)*

To copy a picture from the disc it is supplied on to the drive you will use it on (either your documents disc, Drive M or your Start-of-day disc) take the following steps:

1 Load LocoScript 4 from your Start-of-day disc

2 Place the disc containing the picture into drive A and press [f7]

3 Move the file cursor to the filename of the picture you want to use.

4 Press [f3], select Copy document and press [ENTER].

5 When prompted, move the file cursor to Group 0 (or SYSTEM) of Drive M and press [ENTER].

6 Check the details in the confirmation menu are correct and press [ENTER] to continue with the copy.

7 If you are copying to another disc in a drive other than Drive M, replace the disc in the drive by the disc you want to copy to and press [f7] to show the files on that disc. Then use [f3] `Copy file` to copy the file to the correct group on that disc. (NB if copying to a new disc, first format that disc then use [SHIFT] and the arrow keys when you need to move to a group on the new disc.)

Inserting a picture into a document

Create a new document as normal (or Edit an existing document). What you do next depends on whether you want to insert the picture as if it were a character in the text or at a particular point on the page.

Include pictures in the run of the text such as a rabbit or possibly a squirrel and they act like a large character.

Pictures inserted as though they were text

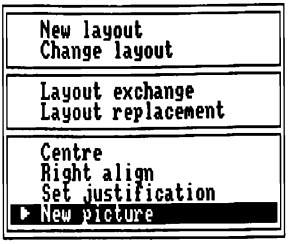
But include pictures like this large squirrel at a fixed position (in the margin) independently of how the text lays out.

Picture inserted at a fixed position

To insert a picture as a character:

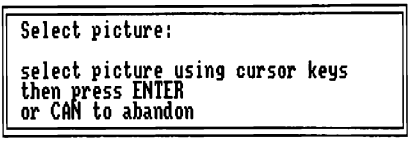
Move the editing cursor to the point in the document where you want to insert the picture.

If using colour, check that the colour at this point is the colour you want to use for the picture. Ensure that you have set Character Pitch PS and Line Pitch Auto so that the correct spacing is used for the picture.

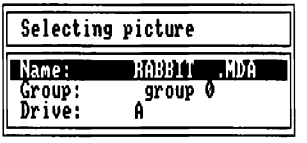


Press [f2], move the cursor to `New picture` and press [ENTER].

The Disc Management Screen will be displayed. You will be prompted to select a picture file.

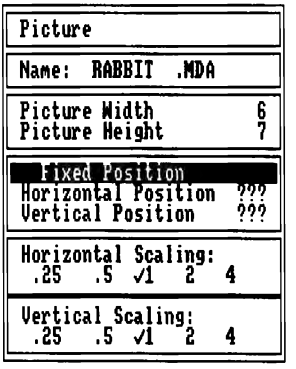


Move the files cursor to the filename of the picture you want to insert. Remember, this should either be in the same group as the document being edited or in Group 0 (or SYSTEM). Press [ENTER]. Check the information in the menu displayed and press [ENTER].

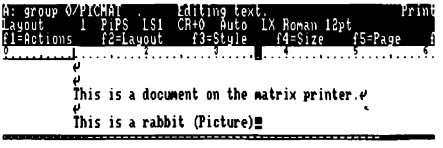


The Picture menu will be displayed on the screen and your document will reappear. No tick will be shown by Fixed Position and this is correct.

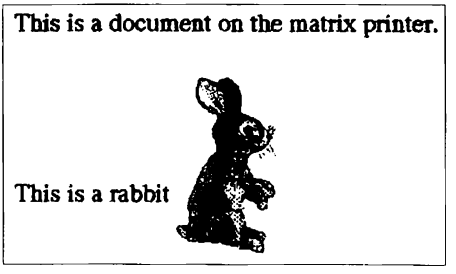
The picture width and picture height will be shown in characters (at 10 per inch) and lines (at 6 per inch). Check that these are what you are expecting and if necessary move down to the Horizontal and Vertical Scaling entries and use the arrow, [⊞] and [⊟] keys to tick the scaling factor you need.



When all is correct press [ENTER] to insert the picture at the current cursor position with the requested scaling.


A: group 0/PICMAT . Editing text. Print
Layout 1 PiPS LS1 CR+0 Auto 1X Roman 12pt
f1=Actions f2=Layout f3=Style f4=Size f5=Page
This is a document on the matrix printer.
This is a rabbit (Picture)

How it looks on the screen S



How it looks on the printer ⍵

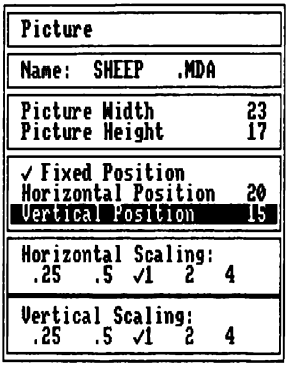
To insert a picture at a fixed position:

Move the editing cursor to anywhere on the page in the document where you want to insert the picture.

If using colour, check that the colour at this point is the colour you want to use for the picture.

Press [f2], move the cursor to `New picture` and press [ENTER].

The Disc Management Screen will be displayed. Move the files cursor to the filename of the picture you want to insert. Remember, this should either be in the same group as the document being edited or in Group 0 (or SYSTEM). Press [ENTER]. Check the information in the menu displayed and press [ENTER].



The Picture menu will be displayed on the screen and your document will reappear. No tick will be shown by Fixed Position – press [+] to tick this option. Move to the Horizontal Position and Vertical Position and type the values you require for the position of the top left corner of the picture. These are in characters from the left edge of the paper at 10 characters to the inch and lines from the top of the paper at 6 lines per inch.

The picture width and picture height will be shown in characters (at 10 per inch) and lines (at 6 per inch). Check that these are what you are expecting and if necessary move down to the Horizontal and Vertical Scaling entries and use the arrow, [+] and [-] keys to tick the scaling factor you need.

When all is correct press [ENTER] to insert the picture at the fixed position shown with the requested scaling. We recommend setting your margins so that the text avoids the picture – either putting the picture completely in the margin or maybe putting the text completely within a white space in pictures such as an outlined shape.

How pictures are shown when editing

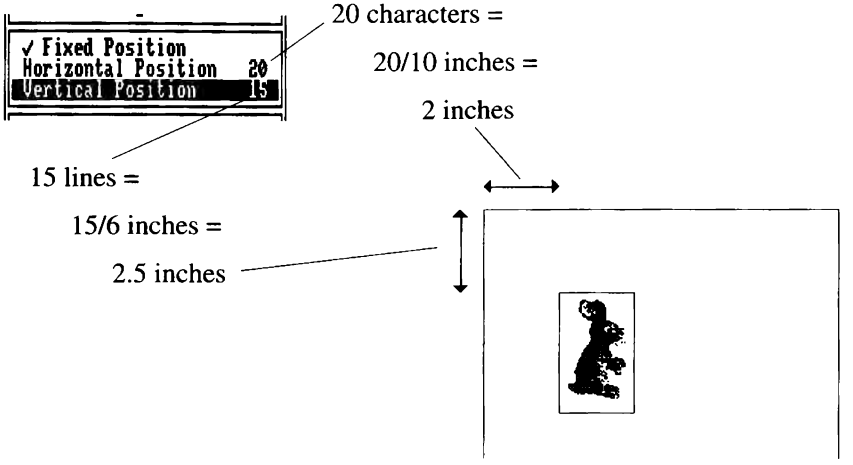
The picture will not be shown on the screen. You can see the places in your document where pictures will be shown by showing Word processing codes. Do this by pressing [f8] and then [+] to place a tick by Codes in the `Show state of:` menu.

As shown in the example opposite, `(Picture)` codes which appear mark the points in the document where you have asked for pictures. If these were fixed position, then the picture is at the position requested on the current page, and for other pictures at that point in the text.

How pictures are printed

Although a picture may have a ragged outline, the software that created it will have done so within a rectangular area. It is in fact this rectangular area which LocoScript regards as the picture.

Fixed position pictures are positioned with the top left point of the picture at the specified horizontal and vertical position. The horizontal position is measured in characters at 10 per inch and the vertical position in lines at 6 per inch.



Flow of text position pictures are positioned with their left edge immediately at the next character position in the text and with the point two thirds down the picture aligned with the baseline of the text (i.e. the bottom of lower case characters which don't have a tail).

The actual printed size of a picture will depend on the dot size of your printer. This means that when printed on a matrix printer a picture will be larger than on a high resolution inkjet. You should be able to use the scaling options to correct for this, but you may need to have different resolution versions of your pictures to give the best quality on different printers.

Problems with pictures:

If a picture prints as a simple outlined rectangle, LocoScript could not find an MDA file of the name you inserted in the current group or Drive M. You will need to follow the steps on pages 10 and 11 to make sure that a copy of the picture MDA file is stored in the correct group on a suitable disc.

If a file is not in fact an MDA file, an error will be reported when you insert the picture. You will need to finish editing the document and then to locate the correct picture and if necessary to move it onto a disc from where you can insert it into the document.

If the picture is the wrong size for the space left for it, the document may be set for the wrong printer. You should use the Document Setup f6 Printing menu to select the correct printer. The picture will be resized automatically.

If you are inserting a picture within the run of the text and the previous or following lines are printed on top of the picture, then the line pitch is not set to Auto. Note that you can turn this to your advantage, using specific line pitch and line spacing values to deliberately overprint lines and pictures – to produce a dropped capital letter for example. Similarly, if insufficient space is left between the preceding and following characters to accommodate the picture, it is likely that you have a fixed character pitch set, not pitch PS.

Printing Multiple Columns

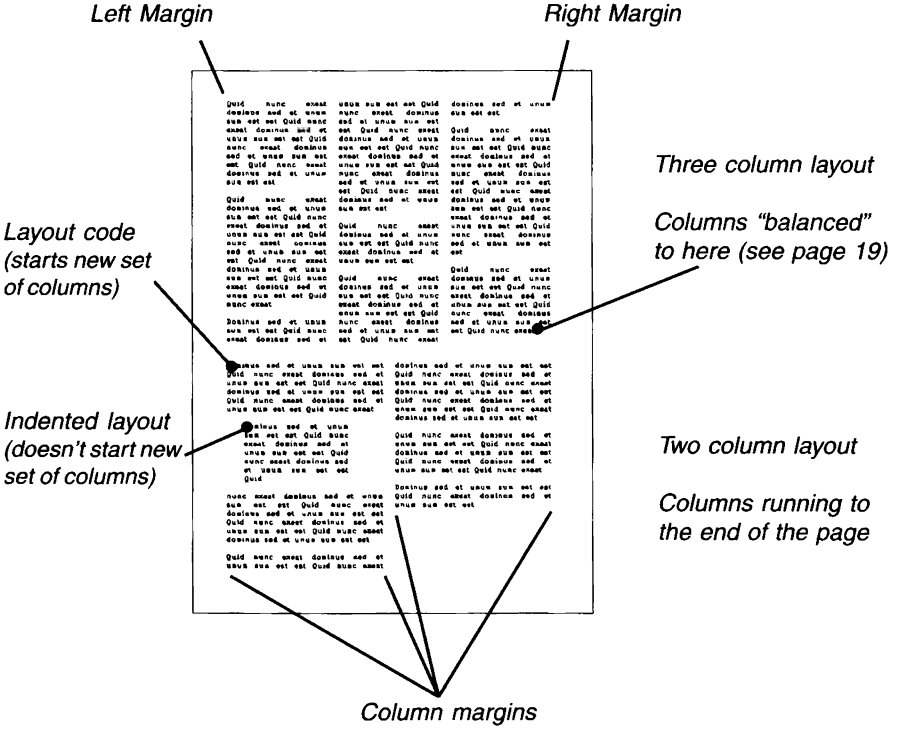
Multiple columns are set as an extension to the features previously provided in Layouts by LocoScript 3. If you are not familiar with the use of Layouts, read Chapter 8 of the LocoScript 3 User Guide before continuing with this description.

LocoScript 4's columns are "newspaper style" – that is the text goes down column 1 between the column margins until it reaches the bottom of the page, and then goes down column 2 and so on. You can vary this layout by explicitly asking to start a new column, and by setting local "indents" from the column margins.

To set the margins and columns.

If you wish to set a set of column margins for the whole of the current layout (or all the text if you have not used layouts), press [f2] and select Change layout.

If you wish to start a set of columns at a particular point in the text, move the cursor to that point and press [⊞] E C to insert an end column word processing code followed by [RETURN] . Then press [f2] and select New layout.


Left Margin
Right Margin
Three column layout
Columns "balanced" to here (see page 19)
Layout code (starts new set of columns)
Indented layout (doesn't start new set of columns)
Two column layout
Columns running to the end of the page
Column margins

The information lines change to show the Layout Editor. This is described in the LocoScript 3 User Guide. You can now set the overall margins for the area of the page to be split into columns, the number of columns and the gap between columns.

To set the overall margins:

The columns will be spaced between the margins. So before setting up any columns, it is easiest to make sure that the margins are set correctly.

1 Use the [←] and [→] keys to move the cursor on the ruler line to the position you wish to set the left or right margin.

2 Press [f1] and move the highlight to `Set Left Margin` or `Set Right Margin`.

3 Press [ENTER] to set the selected margin.

Alternatively, set the margins by use of the [⊞] and [⊟] keys as follows:

1 Move the cursor on the ruler line so that it is at the position shown as the outermost left or right margin.

2 Repeatedly press [⊞] or [⊟] to "nudge" the margin to the position you require.

To create a new set of columns:

Press [f6] to show the Columns menu.

To set a number of columns, check that the line `Number of columns` is highlighted and type the number 1, 2, 3 or 4 of columns you require, followed by [ENTER].

To set the gap between columns, ensure that the line `Gap between columns` is highlighted and type the number of characters you want to set as the gap, followed by [ENTER]. Note that the gap is measured in characters at the current "Scale pitch" – the same unit used to set margins and tabs, see Chapter 8 of the LocoScript 3 User Guide.

When the number of columns and gap are correct, press [ENTER] to save these values. The ruler line will change to show the columns and gaps, with column margins shown. Note whilst the column widths are shown exactly, the margin and indent positions are an approximation to the actual values as only whole numbers of character positions can be represented on the screen, but the columns can actually start at positions which are a fraction of a character position.

Any tab positions you have set up will be shown replicated in every column.

When the margins, columns and tabs are correct, press [EXIT] to leave Layout Editing. The text will then be shown relaid to the new margins, if appropriate.

Any text after the Layout takes effect will be shown laid out in columns. Note that columns are not shown side by side on the screen, but will be printed side by side.

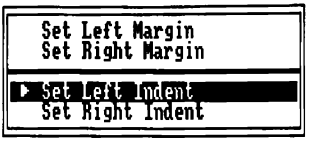
Indenting text within a column

Within a set of columns you can set indents from the column margins – for example if you want a section to be an indented quotation.

To do this, move the cursor in your text to the position at which you want the indent to start, press [f2] to call up the Layout menu and then select `New Layout`.

1 Use the [←] and [→] keys to move the cursor on the ruler line to the position you wish to set the left or right indent for a column.

2 Press [f1] and move the highlight to `Set Left Indent` or `Set Right Indent`.



3 Press [ENTER] to set the selected indent. Note that the same indent is set for all columns. The indent position does not have to be within the column, it can "outdent" into the margin (and column margin) if you want but cannot cause columns to overlap.

Alternatively, set the indents by use of the [⊞] and [⊟] keys as follows:

1 Move the cursor on the ruler line so that it is at the position shown as any column's left or right indent (or the margin if no indent is set).

2 Repeatedly press [⊞] or [⊟] to "nudge" the indent to the position you require.

When you have set the indent at the correct position, press [EXIT] to leave Layout editing. Then move to the end of the indented text and repeat the above to reset the indent to the main columns.

Note that changing the indent does **not** start a new set of columns as changing the margins would.

Notes.

The current Margins and Column Margins are shown on the Ruler line by a | character the full height of the ruler line. Text is laid out between the Indent positions which are shown on the ruler line as half the height of the ruler line. The sections that are not used for text are shown with a solid line below.

If both the margin and the indent are at the same position, using [⊞] or [⊟] will nudge the indent not the margin. To nudge the margin first move the indent position then move the margin, then move the indent back - alternatively, use the [f1] menu.

Columns will be laid out equally between the margins. If you set new columns when columns are already being shown, the new columns are laid out between the left margin of the left column and the right margin of the right column.

If you are changing from one set of columns to another – by setting new margins, a different number of columns, a different column gap or changing the scale pitch, then the new set of columns will start beyond the point any column reaches on the current page. This will be at the start of the next page if any column extends to the bottom of the current page. The next section explains how you can arrange to finish a column or set of columns early so that you can, for example, have a set of three columns across the page at the top and two at the bottom – as shown in the illustration on page 16.

To finish the current column

There are two ways you can arrange to finish a column early: ending a column at a specific point and balancing the columns on the current page.

End column

You can tell LocoScript that the current line is to be the last in a column by putting in an end column word processing code. When that line ends – either by typing [RETURN] or because the text reaches the right margin – the text continues at the top of the next column.

At the end of the final column, text continues in the first column at the maximum of the "high water mark" down the page of text in any of the columns just finished or the height set in a height code from that code (see next section). If any column has reached the foot of the page, the next left column starts the next page.

To insert an end column word processing code at the current point in the text, press [⊞] and type E C . Note that if the [⊞] menu appears, you will need to confirm with an [ENTER].

```
agricolas est quid nunc
exeat dominus ferrarum
agricolas est Quid nunc
exeat (EndCol)↵
```

How End Column is shown when editing

Balance columns

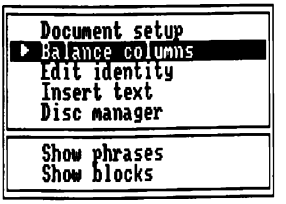
Balancing columns has the effect of putting in end column codes where such codes would need to be so that all the columns extend equally far down the page. You might do this at the end of a chapter of a book, for example. You can then either type a carriage return to finish the last line of the last column or let the text continue until the end of the line at which point the column will also finish.

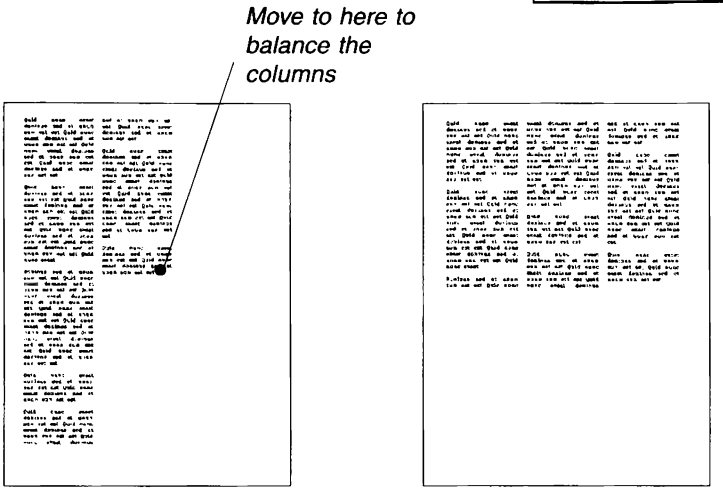
If you later re-balance the columns, any end column codes in columns other than the last will be removed before balancing starts. (In other words, text is rebalanced as far back as the start of the page, start of the set of columns, or an end column code in the rightmost column.)

To balance columns:

1 Move to the position to which columns are to be balanced. (If this column already contains an end column code, erase it by hand.)

2 Select the `Balance columns` option from the [fi] menu.



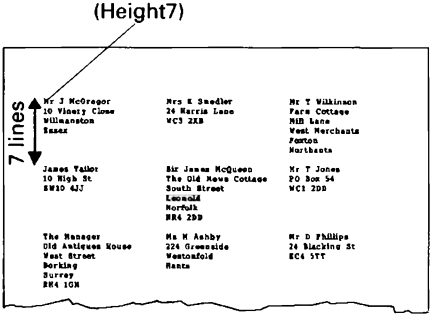


Before After

Column Balance

The Height code

If you want the next set of columns to start a fixed number of lines down the paper from the current position, this can be achieved with a Height Code. To type a Height code press the [⊞] key and type H followed by the number of lines. Confirm the value by pressing [ENTER].



If columns are being terminated by use of the end column code, when the next set of columns starts, it will start a distance down the paper equal to the height code's value.

If used in text with a single column layout, the height code and end column codes can still be used and simply have the effect of a "vertical tab". For example, if on line 5 you enter a (Height07) then a few lines later type an end column code and a carriage return, the next line will start at line 12 (12 = 5 + 7).

Using Height codes and columns for n-across labels

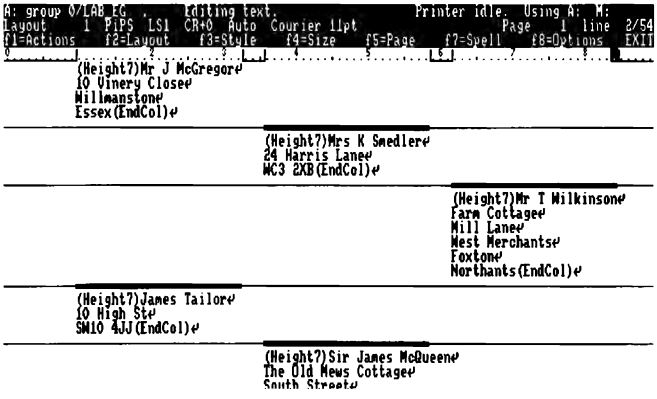
The great advantage of these two features used together is that they make it easy to lay out text to fit labels which are 2, 3 or 4 across the page. To do this:

1 Set up a layout with margins and columns set to match the labels across the page.

2 Set up the page top margin so that the first line on any page is at the top of the first label on the page. (This may need to be the second label down if your printer cannot physically print that near to the top of the paper e.g. the PCW's matrix printer.)

3 Now type the names and addresses, each preceded by a Height code with value the number of lines from the top of one label to the top of the next and each terminated by an end column code and a carriage return.

The labels will then print neatly arranged across the page with each new set of columns starting the set distance down from the previous.



And if you have LocoMail - set up your LocoMail master on the same set of columns as above, but use LocoMail to insert the Height and End column codes automatically.

Note: Strictly speaking only one height code is required for each set of columns across the page. However, it is a good practice to put a height code at the start of each address. This makes it easy to add more addresses later.

New Printing Features

Print odd/even pages

If you want to print double sided pieces of paper, you need to print first the odd pages, then the even pages. Whilst this is easy to do feeding each sheet by hand, this is rather laborious and annoying if you have a sheet feeder on your printer!

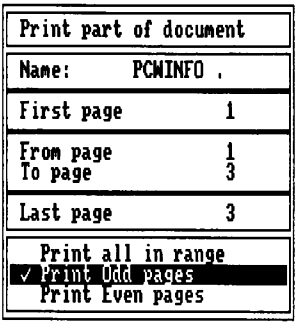
LocoScript 4 includes a feature to print all the odd pages or all the even pages and this can be combined with printing a selected range of pages if you require.

To select all odd or all even pages:

1 Either press P to print a document from the Disc Manager or select `Save and print` after editing in the usual way. Select any options you need.

2 Move the cursor down to `Print part of document` and press ENTER

3 In the menu that appears, select any page range you want, then move down to `Print Odd pages` or `Print Even pages` and press ENTER. (Remember, you can move there directly by pressing the capital letters shown.)



When all of one side have been printed, simply turn round the stack of printed pages and select the same range but even pages. If necessary also select Print reverse order (see below) to avoid having to reorder the pages backwards.

Print reverse order

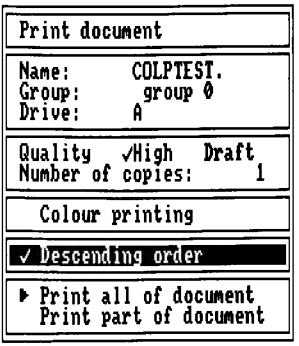
If you want to print on both sides of the paper (as above) or your printer stacks paper in reverse order, it is inconvenient to have to resort the pages by hand. LocoScript 4 includes a print option to print the pages in reverse order so that they are sorted for you.

To print in reverse order:

1 Either press P to print a document from the Disc Manager or select Save and print after editing in the usual way.

2 Move the cursor down to the line Descending order and press [+] to tick that option.

3 Select any other options you require and carry on to print all or part of the document.



The pages you select will be printed from the highest numbered page to the lowest number page.

If Descending order is not ticked, pages will be printed from the lowest numbered to the highest numbered.

Print in colour/monochrome

If your printer can print in colour, you will not always want to do so. On printers which have both a black cartridge and a colour cartridge, you might wish to print draft copies in black to keep costs down. On printers which have either a colour cartridge or a black cartridge you will want to make sure that the correct actions are taken according to the cartridge fitted.

For this reason, LocoScript 4 allows you to select whether you wish to use colour printing.

To print in colour:

1 Ensure you do have a colour cartridge fitted

2 Select printing in the usual way

3 In the Print document menu move down to Colour printing and press [+] to tick this option.

4 Select other options and press [ENTER].

To print in black only:

Follow the instructions above, but ensure that the Colour printing option is not ticked.

Make LocoScript 3 document

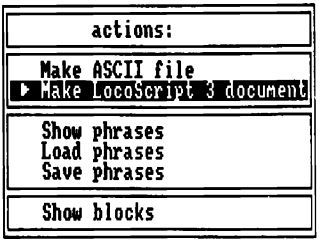
If you are using LocoScript 4 you may want to pass your document on disc, for use by a program which can work with LocoScript 3 documents, but not LocoScript 4, for example MicroDesign 3 or LocoLink for Windows. These programs may well give incorrect results or refuse to accept LocoScript 4 documents.

To use a LocoScript 4 document with these programs you will need to use the Make LocoScript 3 Document function. To do this:

1 Move the file cursor to the LocoScript 4 document you want to work with.

2 Press [f1].

3 Move to Make LocoScript 3 document and press [ENTER].



4 When prompted move the cursor to the disc and group where you want to store the converted document. Press [ENTER]. Remember, you cannot remove the disc the LocoScript 4 document is on from the drive at this stage.

5 Type the name you want to give the document when it is converted to LocoScript 3. Press [ENTER].

6 A LocoScript 3 document is then created with that name, which your program can then work with.

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